



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060

CPL 05-39-AMCPE-F
29 November 2005

AMCPE-F

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Planning and Execution of U.S. Army Materiel Command (AMC) Reshape Requirements

1. References:

- a. Memorandum, Headquarters, U.S. Army Materiel Command, AMCPE-ROC, 15 February 1996, subject: Management and Execution of AMC Reshape Initiatives.
- b. Memorandum, Headquarters, U.S. Army Materiel Command, AMCPE-ROC, 08 April 1997, subject: Management and Execution of AMC Reshape Initiatives.
- c. Memorandum, Headquarters, Department of the Army, 20 May 2004, subject: Reduction in Force (RIF) Clearance Procedures (<http://cpol.army.mil/library/staff/052004-RIF.html>).
- d. AMC Instructions for Advising on the Results of a Reduction in Force (RIF) Reassessment Where the RIF is Negated (enclosure 1).

2. This memorandum rescinds references 1a. and 1b.

3. The purpose of this memorandum is to ensure all procedures related to the commander's critical information requirements (CCIR) for reshaping actions, e.g., hiring freezes, Voluntary Early Retirement Authority, Voluntary Separation Incentive Pay (VERA/VSIP), Reductions in Force (RIF), Transfer of Function (TOF), Furlough, Base Realignment and Closure (BRAC), etc., that affect the civilian workforce are appropriately coordinated, approved, executed, and monitored.

4. Please provide CCIR notification (enclosure 2) to the AMC Commanding General, Deputy Commanding General, Executive Deputy to the Commanding General, and HQ AMC, G-1 describing any civilian personnel reshaping action. The CCIR should include information concerning when your planning will begin, the reason for action, and the potential magnitude of the proposed reshape action.

5. If necessary to request Reduction-in-Force authority, information requested in Memorandum, Headquarters, Department of the Army, 20 May 2004, subject: Reduction in Force (RIF)

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Clearance Procedures <http://cpol.army.mil/library/staff/052004-RIF.html>, CCIR notification, (enclosure 2), RIF Clearance Less Than 50 Separations (enclosure 3) and must be forwarded through respective major subordinate commands to the HQ AMC, G-1, Field Support Division. It is essential that all commands and activities coordinate civilian personnel reshape related actions with key local installation staff members, i.e., functional experts in the following areas: Civilian Personnel Administration, Resource Management, Base Realignment and Closure, Public Affairs, Legislative Affairs, Legal Offices, and Equal Employment Opportunity), prior to the action being forwarded to higher headquarters for approval.

6. Activities are reminded of the requirement to fulfill any bargaining obligations with local unions prior to implementation of any reshape decisions.
7. Reshape actions coordinated up through this Headquarters should be released to your local Congressional delegation.
8. As we continue to shape today's workforce and prepare for the future, it is important that we work as a team to effectively manage our reshape efforts.
9. Point of contact at this Headquarters is Elaine Twiner, DSN 656-8149 or elaine.twiner@us.army.mil

FOR THE COMMANDER:

3 Encls
as

//Signed//
MAUREEN O. VIALL
Deputy Chief of Staff, G-1

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CF:
HQ, AMC CPAC

AMC
INSTRUCTIONS FOR ADVISING ON THE RESULTS OF A
REDUCTION IN FORCE (RIF) REASSESSMENT WHERE THE RIF IS NEGATED

Following the VSIP 30-day open window period, an activity should reassess the need for RIF based on Voluntary Separation Incentive Pay (VSIP) attrition, any other attrition (both known and anticipated) and any other factors that may have a bearing on the continued need for RIF (i.e., changes in workload, changes in funding, etc.). If the initial 30-day window did not produce enough attrition, but it is anticipated that additional windows (VSIP and/or Voluntary Early Retirement Authority (VERA)) may result in more attrition, a decision on the reassessment can be delayed until these windows have closed.

If this reassessment indicated that a RIF is no longer needed, the activity must submit a memorandum signed by the commander through command channels to HQ AMC indicating this to be the case. This memorandum must indicate how the reductions associated with the RIF were achieved. The reasons provided in the memorandum should validate the legitimacy of the reductions. If VSIP takers only account for a portion of the reduction, a detailed explanation of how the rest of the reduction was achieved should be included in the memorandum. This should include a discussion of other normal attrition not attributable to VSIP (e.g., transfers to other activities, PPP placements, termination of temporary employees, disability retirements, removals, deaths, etc.). If the number of positions to be eliminated was reduced as a result of changes in workload or funding, this should also be discussed in detail in the memorandum.

NOTE: When a RIF is negated, both the VSIP and VERA authorities associated with the RIF are terminated immediately regardless of their original expiration dates. This means that the activity no longer had the authority to allow an employee to separate with VSIP or using the VERA authority once the RIF has been negated.

If there are still VSIP takers on the activity roles at the time this memorandum is submitted, you must also request authority to allow these employees to remain on the roles until their planned separation dates. This request should identify the employees to be retained, their planned separation dates and a mission-related reason why the employees must be retained. HQ AMC has the authority to approve such extension requests.

Negated RIF Instructions.doc

Enclosure 1

ALL VERA takers must be off the activity roles at the time this memorandum is submitted. There are no longer any provisions to allow for an extension of a VERA taker's separation beyond the expiration or termination date of the authority.

As an alternative, an activity may submit a memorandum signed by the commander indicating that with the separation of the final VSIP and/or VERA takers on <date>, the need for RIF will be negated. This memorandum must indicate how the reductions associated with the RIF were achieved and also include a statement indicating what the status of the action will be in the event that any of the anticipated VSIP and/or VERA takers do not separate.

Commander's Critical Information Requirements (CCIR)

Initial Report:

- 1. CCIR Number:**
- 2. Type/nature of Incident:**
- 3. Date/Time of Group of Incident:**
- 4. Location:**
- 5. Personnel Involved:**

6. Summary of Incident:

7. Remarks:

8. Media Coverage:

9. Point of Contact:

10. Individual Reporting:

RIF Clearance Less Than 50 Separations

The activity must first offer VERA/VSIP to its affected workforce identifying the opening and closing dates, the number of anticipated VERA/VSIP and any approved nonpersonal and objective factors being considered. Following the open window period, the activity will reassess the need for RIF. If less than 50 employees are to be involuntarily separated, the RIF is approved at the MACOM level, or by the MACOMs' designee. PPDD needs to be informed about all RIFs, regardless of size in order to track RIFs and provide information to the Office of the Chief, Legislative Liaison. RIF notifications should be submitted through the MACOM to PPDD 60 days in advance of the issuance of RIF notices. The notification should include:

- A memorandum identifying:
 - o Purpose of the RIF
 - o Steps taken to minimize the adverse affect of the RIF
 - o Number of employees affected
 - o Date RIF notices will be issued
 - o Date proposed RIF will take place
- A completed Realignment Fact Sheet

Additional information may be required depending upon Congressional interest.

50 or More RIF Separations

RIFs involving 50 or more involuntary separations requires a more formal clearance process. Again, VERA/VSIP must be offered to the affected employees. After the window closes the activity must reassess whether or not a RIF is still required. If the reassessment indicates a RIF is needed, and 50 or more employees will be involuntarily separated, the activity submits a package through their MACOM to PPDD with the following documents:

- Request for RIF approval, signed by the activity Commander
- Realignment Fact Sheet and Narrative Realignment Fact Sheet
- Information for Members of Congress (IMC)
- Draft Press Release and Questions and Answers
- EEO Comparison
- Environmental Impact Statement (not required for an A-76 study)

Once the package is received in PPDD, the clearance/approval/notification process normally takes about 90 days to complete. First the package is forwarded to the Assistant Secretary of the Army (Manpower and Reserve Affairs) for approval, as he is the approving official for all RIFs involving 50 or more involuntary separations. Once the RIF is approved, the Secretary of the Army reviews and approves the IMC. Next, the Deputy Secretary of Defense, Legislative Affairs receives and approves the package and informs Congress. RIF letters may only be issued after Congress has been notified.

RIF packages must clearly state if the RIF is based on an A-76 decision.

REALIGNMENT FACT SHEET

General Information:

1. Reporting Installation:
2. Activity/Organization Undergoing Reduction (comprises a single competitive area):
3. Activity/Organization's MACOM:
4. Activity's installation name (if different than #1 above):
5. Activity geographical locations:
6. Activity ROC/UICs:
7. Number of Employees Assigned to the UICs:
 - a. Not in the competitive area:
 - b. In the competitive area:
8. Reduction Status Code:
 - a. Enter "C" when reduction is in the contingency or planning stages and it's unknown if a RIF will be needed;
 - b. Enter "N" when it is known that a RIF will not be needed to reduce to target level
 - c. Enter "R" when it is expected that a RIF/VERA is needed to effect the reductions.
9. Reduction Reason Code:
 - a. Enter "BRAC" when reduction is result of Base Realignment and Closure
 - b. Enter "A76" when result of the implementation of commercial activity or privatization decision
 - c. Enter "TOF" when reduction is the result from a Transfer of Function
 - d. Enter "Other" when not covered above.
10. Effective Date of Reported Data:
11. Target Data and Losses/Accessions are Projected Through (check appropriate box):
 - a. The End FY:
 - b. The RIF Effective Date (provide explanation):

REALIGNMENT FACT SHEET

MACOM/HQ:
Activity/Installation:

RIF Notification _____
RIF Request _____

Position Impact

1. Number of Positions:	Permanent	Term	Temporary	Total
a. Authorized Prior to Action				
b. Minus – Abolished By Action				
c. Minus – Transferred from Activity				
d. Plus – Transferred into Activity				
e. Equals – Authorized After Action				
Other Position Information:				
f. Vacant Prior to Action				
g. Projected Vacancies				

Personnel Impact

2. Number of Employees				
a. On-Board Prior to Action				
b. Target Strength				
Projected Attrition:				
c. Number of Approved VERA/VSIP				
d. TOF Transfers outside CA				
e. Plus - Other Voluntary Losses				
f. Equals – Normal Attrition				
Projected Involuntary Losses:				
g. Separation-RIF				
h. Plus - Other Involuntary Losses				
i. Equals – Total Involuntary Losses				
j. Projected Accessions:				
k. Projected End Strength: 2a minus 2e minus 2h plus 2j				
3. Other Projected Information				
a. Changes to Lower Grade				
b. Reassignments				

4. Projected RIF Letter Issue Date: _____
6. Projected TOF Letter Issue Date: _____

5. Projected RIF Effective Date: _____
7. Projected TOF Effective Date: _____

NARRATIVE REALIGNMENT FACT SHEET

(Over 50 Involuntary Separations)

1. Background and Mission:

- a. Organization:
- b. Geographic Location:
- c. Mission:

2. Nature of the Action:

3. Date Letters will be Issued:

4. Reduction In Force (RIF) or Transfer of Function (TOF) Effective Date:

5. Reason for the Action:

6. Impact of the Action: There were ____ civilian employees assigned to _____ as of _____. This action will result in the elimination of _____ positions. Through the use of incentives to encourage voluntary separations and through other known attrition, _____ has reduced the number of employees subject to involuntary separation. With the continued use of Voluntary Separation Incentive Pay (VSIP), and the use of Voluntary Early Retirement Authority (VERA), outplacement efforts, and other projected attrition, the number of involuntary separations is expected to be reduced further. If all expected voluntary losses occur, the involuntary separations may be reduced to _____.

7. Position Impact:

- a. Positions prior to this action:
Permanent _____; Term: _____; Temporary _____; Total _____
- b. Vacant positions prior to this action:
Permanent _____; Term: _____; Temporary _____; Total _____
- c. Positions to be eliminated as a result of this action:
Permanent _____; Term: _____; Temporary _____; Total _____
- d. Positions to be transferred from this activity during the period of this action:
Permanent _____; Term: _____; Temporary _____; Total _____
- e. Positions to be transferred to this activity during the period of this action:
Permanent _____; Term: _____; Temporary _____; Total _____

- f. Positions remaining at this activity after completion:
Permanent _____; Term: _____; Temporary _____; Total _____
- g. Positions to be changed to lower grade (CLG):
Permanent _____; Term: _____; Temporary _____; Total _____

8. Personnel Impact:

- a. The total number of personnel on board prior to this action (Source: CPOL SF -113A report ME _____)
Permanent _____; Term: _____; Temporary _____; Total _____

Current on-board strength (Source: CPOL SF-112A report ME _____)
Permanent _____; Term: _____; Temporary _____; Total _____

NOTE: Use end-month strength figures from month prior to this report. Identify month, day, and year and source from which figures were drawn.

- b. The total target end-strength:
Permanent _____; Term: _____; Temporary _____; Total _____
- c. The total number of reductions:
Permanent: _____; Term: _____; Temporary _____; Total _____
- d. Actual optional retirements during the period of this action:
Permanent _____

Estimated additional optional retirements during the period of this action:
Permanent _____
- e. Actual early retirements approved during the period of this action:
Permanent _____

Estimated additional early retirements to be approved during the period of this action:
Permanent _____
- f. Actual other retirements approved during the period of this action:
Permanent _____

Estimated other retirements during the period of this action:

Permanent _____

g. Actual resignations during the period of this action:

Permanent _____; Term: _____; Temporary _____; Total _____

Estimated additional resignations during the period of this action:

Permanent _____; Term: _____; Temporary _____; Total _____

h. Actual number of personnel placed with other Army or Federal activities during the period of this action:

Permanent _____; Term: _____; Temporary _____; Total _____

Estimated additional number of personnel to be placed with other Army or Federal activities during the period of this action:

Permanent _____; Term: _____; Temporary _____; Total _____

i. Actual other attrition during the period of this action:

Permanent _____; Term: _____; Temporary _____; Total _____

Estimated additional other attrition during the period of this action:

Permanent _____; Term: _____; Temporary _____; Total _____

j. Actual number of temporaries terminated or released as a result of this action: _____

Estimated number of additional temporaries to be terminated or released as a result of this action: _____

NOTE: The temporary work force must also be used as a reduction tool. Used wisely, the temporary work force can lessen the impact, thus project release as an alternative to RIF/TOF. Explain how the temporary work force, including any intermittent employees, will be used to minimize/prevent the RIF or TOF. Also, see CFR 351.602, Prohibitions.

k. Actual number of employee transferred to other activities during the period of this action by TOF: _____

Estimated additional number of employees to be transferred to other activities during the period of this action by TOF: _____

l. Actual number of employees transferred to this activity during the period of this action: _____

Estimated additional number of employees to be transferred to this activity during the period of this action: _____

m. Estimated number of employees to be separated by RIF:

Permanent _____; Term: _____; Total _____

n. Estimated number of employees to be separated under adverse procedures as a result of TOF: _____

o. Estimated number of employees to be changed to lower grade: _____

p. Total number of employees who have already left voluntarily (i.e., attrition) before the planned effective date of the RIF, TOF or CLG

Permanent _____; Term: _____; Temporary _____; Total _____

Estimated additional number of employee who will leave voluntarily (i.e., attrition) before the planned effective date of the RIF, TOF or CLG:

Permanent _____; Term: _____; Temporary _____; Total _____

q. Estimated number of employees on board after completion of this action:

Permanent _____; Term: _____; Temporary _____; Total _____

r. Estimate the number of vacant positions remaining after completion of this action:

Permanent _____; Term: _____; Temporary _____; Total _____

9. Estimated annual cost reductions: _____

10. Environmental Impact: